

## FIRST 5 COMMISSION OF SAN DIEGO

### FINANCE COMMITTEE

March 22, 2004  
2:30 p.m. – 4:00 p.m.  
First 5 Commission Conference Room  
1495 Pacific Highway, Suite 202  
San Diego, CA 92101

### AGENDA

| ITEM               | SUBJECT  | PRESENTER            |
|--------------------|--|----------------------|
| 1                  | <b>Call to Order</b>   | <b>Chairman Carr</b> |
| 2                  | <b>Opportunity for Public Comments</b><br><br>Items not on the Agenda – Limit two minutes per speaker ( <i>Request to Speak</i> slips for this item or any other item on the agenda must be submitted to Commission staff prior to meeting being called to order).   | <b>Chairman Carr</b> |
| 3<br><b>Action</b> | <b>Approval of Finance Committee Meeting Minutes – February 19, 2004</b><br>Supporting Document  | <b>Chairman Carr</b> |
| 4<br><b>Action</b> | <b>Committee Roles and Responsibilities</b><br>Supporting Document<br><br>This item is a continuation of the discussion from the meeting of February 19, 2004. Based on that discussion, and the Committee's recommendation, a final draft of Committee Roles and Responsibilities is submitted for Committee approval. A copy of the final draft of Committee Roles and Responsibilities is attached for information<br><br><b>Staff Recommendation:</b><br>Adopt the roles and responsibilities for the Finance Committee. | <b>Chairman Carr</b> |
| 5<br><b>Action</b> | <b>Commission Administration Rate</b><br><br>This will be the continuation of the discussion regarding the Commission's administration rate and which costs are direct and indirect from the February 19, 2003 Finance Committee meeting. A breakdown of Commission administrative functions by services and supplies and staff activities is attached for information.<br><br><b>Staff Recommendation:</b><br>Adopt a policy regarding the Commission's administration rate.  | <b>Chairman Carr</b> |
| 6                  | <b>Commission Financial Documents</b><br>Supporting Document<br><br>This item was on the agenda for February 19, 2004 Finance Committee meeting but was delayed due to time limits. This will be a discussion of budget and balance sheet formats for use by the Finance Committee and the Commission. Copies of proposed budget and balance sheet formats will be presented at the meeting.   | <b>Denis McGee</b>   |

|                        |   |  |
|------------------------|---|--|
| 7                      | <b>Investment Strategies</b><br><br>At the last meeting, the Committee requested the Treasurer/Tax Collector's office to prepare investment models based on seven- to eight-year terms. These new investment models will be presented at the meeting. | <b>Chairman Carr</b><br><br><b>Laura Spiegel</b><br><br><b>Sandra Parker</b> |
| 8<br><b>Discussion</b> | <b>Meeting Schedule and Next Meeting</b><br><br>This item will involve setting the next meeting of the Committee and establishing a regular meeting schedule for the Committee.   | <b>Chairman Carr</b>   |
| 9                      | <b>Future Agenda Items</b>  | <b>Chairman Carr</b>   |
| 10                     | <b>Adjournment</b>  | <b>Chairman Carr</b>   |

*If you are planning to attend and need special accommodations, you must call Amie Meegan at (619) 230-6460 at least three days in advance of the meeting.*

**Public Comment on Specific Agenda Items is Taken  
Throughout the Meeting at the Conclusion of Each Agenda Item**

**Visit the Commission's Website**  
[www.first5sandiego.org](http://www.first5sandiego.org)